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VOCATIONAL EDUCATION ADVISORY COMMITTEE
HANDBOOK

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FOREWORD

An advisory committee is a group of persons, the majority of which are outside the education profession, who are representative of the community and are recognized and respected in their field of work. They advise and assist decision makers in the building and maintaining of sound vocational education programs based on the real needs of the community, region, state, or nation.

Given the complexity and fast rate of change in today's technological world, it is imperative for the education community to keep abreast of business trends as they occur. Education is charged with supplying the occupational needs of society; consequently, it must be aware of both current and future needs. One way to provide this awareness is to develop a high level of cooperation and communication through the use of local advisory committees. These committees, composed of educators and business personnel who have been recognized as specialists in their field, can be an effective means of providing communication.

The need for the laymen's input into the educational system is not a new one; both education and business have recognized the need and potential of industry to contribute to the operation of a quality vocational education program. The Montana Advisory Council for Vocational Education strongly recommends the active function of local advisory committees.

PURPOSES AND FUNCTIONS

The committee's primary function is to assist the educational unit in providing education that will be of value to students upon their entry into the world of work. The committee is a mechanism for providing collective advice, recommendations and service to the educational unit, its students, teachers, administrators and constituents.

The purposes and functions of advisory committees are:

1. Annual and long range vocational planning
2. Curriculum content advisement
3. Equipment, facilities and instructional resources
4. Student recruitment, placement and career guidance
5. Community public relations
6. Community resources
7. Employment and community needs
8. Program review and evaluation
9. Professional development
10. Youth groups

A slide show presentation of the purposes and functions of local advisory committees has been developed by Jeffrey Dietz of Montana State University.

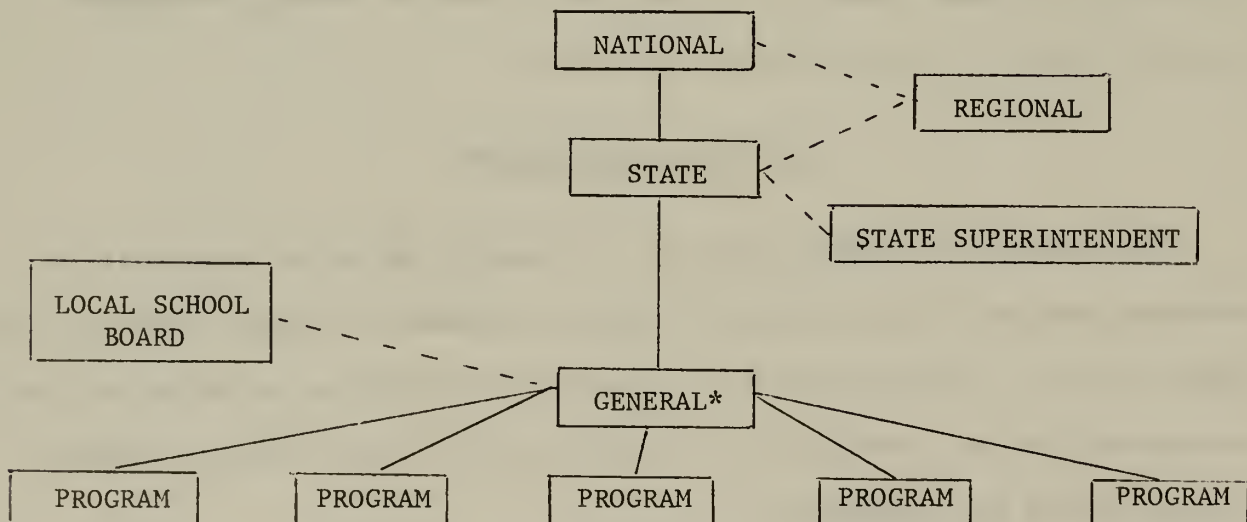
If you are interested in this program, please notify one of the following:

Department of Agriculture & Industrial Education
Montana State University
Bozeman, MT 59717
994-3201

Montana Advisory Council for Vocational Education
1228 Eleventh Avenue
Helena, MT 59620
449-2964

Department of Vocational Education Services
Office of Public Instruction
1300 Eleventh Avenue
Helena, MT 59620
449-2410

COMMITTEE ORGANIZATION



*In small communities the general committee could serve in place of the various program committees with representation from each occupational program.

TYPES OF ADVISORY COMMITTEES

1. National Advisory Council - Advises the President, Congress, Secretary and Commissions.
2. State Advisory Council - Advises the State Board, or in the case of Montana, the State Superintendent of Public Instruction who is the sole agent for vocational education.
3. Regional Advisory Council - Advises and assists those responsible for vocational education in the development and improvement of the entire vocational education program in the region.
4. General Advisory Committee - Provides overall direction for the entire career preparation program of a school district.
5. Program Advisory Committee - Serves a single program in a trade occupation or occupations, sometimes referred to as occupational or craft advisory committees.

ESTABLISHMENT OF COMMITTEE

Each eligible recipient receiving state/federal financial assistance for vocational education programs shall establish a local advisory committee.

PRELIMINARY ORGANIZATIONAL PLANNING

The manner in which early organizational efforts are handled may play a significant role in determining how well the plan for the committee will be accepted. The form of the proposals may affect the initial reactions of key administrators, and these early impressions may have a lasting impact and may result in long-standing roadblocks or unnecessary delays. Vagueness, uncertainty and ambiguity at this time may be detrimental to the future of the committee.

Therefore, attention should be given to the following:

1. The appropriate administrator(s) should be informed early that the organization of an advisory committee is being considered.
2. A written statement should be prepared describing the rationale for the advisory committee and outlining how the committee might assist in improving or strengthening the program and the relationship between the school and the community.
3. A brief, written statement describing the proposed committee in the following terms should be prepared:
 - a. The purpose of the committee
 - b. The responsibilities and duties of the committee
 - c. The organizational structure of the committee and the methods of selecting and the length of terms of the committee members
 - d. The relationship of the committee to the program and the school
4. An outline of the procedures to be followed in organizing the committee should be developed. Consideration should be given at this time to the possibility of involving a small group of citizens and school officials in this process.

APPROVAL TO FORM THE COMMITTEE

Once the information from the initial assessments and preliminary planning activities has been collected and prepared, the process of gaining approval for the formation of the advisory committee can be implemented. This process is critical because it is usually the first formal presentation, outside of the department or school unit, concerning the establishment of the committee. Normally the board of education is the administrative unit that takes the action to organize the committee, but this may vary according to the size and complexity of the community. This presentation should explain the need for forming the committee and describe the educational benefits to be derived

by the community. The teacher or administrator responsible for the proposal should be prepared to answer questions such as the following: Why should the advisory committee be formed? What is the purpose of the committee and within what framework will it operate? How will the committee be organized? How will it benefit the school and community?

Usually, on the recommendation of the administration, the board will approve a resolution establishing the committee and the procedures for organizing it. The resolution usually takes the form of a statement of purpose and becomes the board policy under which the committee operates. This policy serves as the legal framework within which the committee is authorized to work. Although the policy will vary depending on the nature of the board of education and the scope and purpose of the committee, such authorization should focus on the role of the committee, the rights of the board and the ways in which the committee is expected to contribute to the improvement of the program. (See Appendix A for sample board policy.)

MEMBERSHIP

SELECTION OF MEMBERS

1. Form a selection committee of from 1 to 3 members.
2. Prepare a list of people in the community as a pool from which members will be selected.
3. In choosing members, keep in mind that large and small business, industry and labor, associations, students and parents should be represented. Geographic distribution, age, sex and minority representation should be considered.

4. Advisory committee members should meet the following qualifications:

- a. Be highly motivated
- b. Have time to serve
- c. Have specific knowledge and recent practical experience
- d. Have integrity and good character

(See Appendices B through D for sample letters of invitations and appointments and a sample certificate of membership.)

5. The recommended size of the general advisory committee is from 4 to 9 members. The recommended size of the program committee is from 3 to 8 members. The size of the committees will vary depending on the size of the community and program.

RESPONSIBILITIES OF MEMBERS

- 1. Attend meetings regularly, participate in committee discussions and serve on sub-committees.
- 2. Carefully study any problem or questions before the committee and seek recommendations of constituents in the community.
- 3. Study and advise on school matters as a part of group action.
- 4. School representatives:
 - a. Offer clear explanations from the school's viewpoint of problems that come before the committee
 - b. Perform research, provide information or prepare special reports
 - c. Make special arrangements for facilities and equipment that are to be used by the committee

SELECTION AND DUTIES OF OFFICERS

- 1. Chairperson
 - a. Is elected by the committee
 - b. Should reside in the community
 - c. Should be actively involved in the committee

- d. Should be recognized by school administrators as chairperson of the committee
- e. Responsibilities:
 - * Establish meeting dates and call meetings to order
 - * Plan meeting agenda (See Appendices E (1) and E (2) for sample agendas)
 - * Develop a sociable, relaxed atmosphere
 - * Plan committee activities
 - * Maintain necessary personal contact with school personnel
 - * Preside over meetings

2. Vice-Chairperson

- a. Is elected by the committee
- b. Should reside in the community
- c. Should be actively involved in the committee
- d. Responsibilities:
 - * Work closely with chairperson
 - * Serve as facilitator for many activities
 - * Assume duties of chairperson in his/her absence

3. Secretary

- a. Is elected by the committee
- b. Should be actively involved in the committee
- c. Responsibilities:
 - * Take minutes of the meetings (See Appendix F for sample minutes.)
 - * Assist chairperson in setting agenda
 - * Mail the agenda, announcements, minutes and other information
 - * Provide statistical information about the school
 - * Prepare and forward necessary correspondence
 - * Explain council actions to school personnel

LENGTH OF MEMBERSHIP

It is suggested that one-third of a new committee be appointed for two years, one-third for three years and the remaining one-third for four years. We suggest a three-year term for any subsequent appointees to the committee.

In following this method, one-third of the committee will be replaced each year after the first two full years of operation. This provides continuity in the membership.

MEETINGS

GENERAL

1. The first meeting should be held within 30 days of the committee appointment date or after the beginning of the school year. A chairperson is chosen at the first meeting to conduct it and all future meetings throughout his/her term.
2. The committee should schedule meetings only when pertinent questions, issues or recommendations need to be discussed or when key reports are to be made. A minimum of three meetings per year is suggested.
3. Meetings should follow a pre-determined agenda.
4. Each member should be supplied with any data or special materials that are going to be discussed.
5. Determine time and date for the next meeting. If that is not feasible, make certain that all members are notified well in advance of the next meeting.
6. Committee meetings are open to the public and, therefore, should be convened and adjourned promptly at the scheduled times.

MINUTES

1. The minutes provide an official record of activities and are used for providing regular reports to committee members and for forming official recommendations to administration.
2. At the end of each meeting the secretary and chairperson should review the minutes and make corrections.
3. Copies of the minutes should be distributed to all members and to school officials who have the authority to implement the recommendations of the committee.
4. The secretary should keep a file of all minutes.

CONSTITUTION

A constitution may be developed by each committee to include purpose, membership, term of membership, attendance, officers, responsibilities, meeting frequency and amendments. School personnel should take the lead so as to reduce the time devoted to the task. (See Appendix G for a sample constitution.)

PROGRAM OF WORK

The development of a program of work serves as a guide for the allocation of committee time and resources, provides a format to facilitate progress and serves as a benchmark for the committee to use when evaluating its accomplishments. (See Appendix H for a sample program of work.) The local advisory committee action plan offers ten goal areas and suggested activities. The local committee should select and prioritize a few of these areas each year for their program of work.

*Use appendix H form for developing your program of work.

Principal
Voc. Direc
Voc. Teach
Adv. Comm

SCHOOL

DATE _____

| Action Plan Goals | Activities | Measurement of Achievement Checklist | Person(s) Responsible | Begin - End |
|--|---|--|-----------------------|-------------|
| See Pages 3 & 4 for establishment of committee | | | | |
| 1. Develop program of work: Select topics from major areas: | Develop strategies or activities for attaining a few selected goals: | -goals | | |
| a. Annual and long range vocational planning | a. -review or develop plans -review vocational policy in board philosophy -document program need based on community surveys or labor data -project enrollment and cost figures -hold public meetings in vocational education -finalize annual and 5-year vocational plan | Check board philosophy of education for inclusion of vocational education | | |
| b. Curriculum content advisement | b. -assist in the development and review of course content -assist in establishment of standards of student proficiency | Annual plan -conduct surveys: business and student -develop objectives & goals -proficiency standards for courses | | |

| Action Plan Goals | Activities | Measurement of Achievement Checklist | Person(s) Responsible | Begin - End |
|--|---|--|-----------------------|-------------|
| | <ul style="list-style-type: none"> -develop and sponsor student and employer seminars -develop adult programs | <ul style="list-style-type: none"> -seminar(s) -adult program(s) (fee schedule) | | |
| c. Equipment, facilities, and instructional resources | <ul style="list-style-type: none"> c. -assist in preparation & review of budget requests for lab and shop equipment and supplies. -evaluate physical conditions, adequacy of equipment, and layout of the laboratory & shop -obtain needed school equipment and supplies on loan, as gifts, or at special prices | <ul style="list-style-type: none"> -check industry equipment standards -on sight visit -develop layout -on sight visit checklist -review safety requirements for program area | | |
| d. Student recruitment, placement, and career guidance | <ul style="list-style-type: none"> d. -encourage young people to consider vocational education -provide information concerning job requirements and trends -place students in part-time work during school or summer; assist program leavers in finding full-time employment -sponsor scholarships for students | <ul style="list-style-type: none"> -visits to feeder schools -speeches to civic club: P.T.A. -career day -career library -computerized guidance information -licensure or union requirements of specific jobs -co-op programs placement -review training plans -student placement -student followup studies of vocational program leavers -scholarship fund | | |

| Action Plan Goals | Activities | Measurement of Achievement Checklist | Person(s) Responsible | Begin - End |
|-----------------------------------|--|--|-----------------------|-------------|
| e. Community public relations | <p>e. -identify audiences needing information</p> <p>-decide type of information to disseminate</p> <p>-make presentations to civic groups and provide interview to local media regarding specific issues or programs</p> | <p>-presentations</p> <p>-news releases</p> <p>-station interviews</p> <p>-provide awards</p> | | |
| f. Community resources | <p>f. -identify community resources available</p> <p>-contact resources</p> <p>-compile resource list and make available to instructors</p> | <p>-survey community</p> <p>-library of visual aids, magazines, etc.</p> <p>-field trips</p> <p>-sample kits of materials</p> <p>-guest speakers from industry</p> | | |
| g. Employment and community needs | <p>g. -Determine number of people in a geographic area employed in given occupations.</p> <p>-Determine job competency needs of student, adults, industry</p> <p>-Determine educational training requirements of occupation, job, or industry which can be met by school program</p> | <p>-survey of manpower data</p> <p>-survey</p> <p>-task analysis</p> | | |
| h. Program Review and Evaluation | <p>h. -adopt an evaluation process for program review</p> <p>-is instruction consistent with occupational needs?</p> <p>-determine demand factor and occupational trends</p> <p>-are program quality indicators met</p> | <p>-employer/student follow-up survey</p> <p>-manpower data</p> <p>-state evaluation instrument (contact Office of Public Instruction)</p> | | |

| Action Plan Goals | Activities | Measurement of Achievement Checklist | Person(s) Responsible | Begin - End |
|-----------------------------|---|---|-----------------------|-------------|
| i. Professional Development | <ul style="list-style-type: none"> i. -Assist teachers in maintaining qualification and proficiency -Provide funds or sponsorship of teachers to industry and educational seminars -sponsor internship programs for teachers -conduct clinics and inservice training for teachers | <ul style="list-style-type: none"> -legislative information gathering -Conference and workshop attendance | | |
| j. Youth Groups | <ul style="list-style-type: none"> j. -Evaluate club's program of activities and their relationship to curriculum -inform public of purposes of the club -sponsor open houses and speakers from industry and business -suggest fund raising activities -attend and help sponsor recognition and employer appreciation banquet -plan and sponsor employer/student seminars and recognition | <ul style="list-style-type: none"> -award, and prizes for outstanding teachers -open house -fund raisers -recognition banquets -awards and prizes for outstanding students | | |

| Action Plan Goals | Activities | Measurement of Achievement . Checklist | Person(s) Responsible | Begin - End |
|--|---|--|--------------------------|-------------|
| 2. Evaluate Advisory Committee's Effectiveness | -Develop list of criteria and assess committee's activities | <ul style="list-style-type: none"> -membership includes business, labor, students, and public -program of work has been developed and implemented -regular meetings are held -minutes are kept of meetings -communication is exchanged between committee, teachers, administration, and board | | |

ANNUAL REPORT

Reporting serves as a mechanism by which the committee may communicate findings, concerns and recommendations. An annual report is a necessary function of the committee. The report should include:

1. A summary of the major activities and accomplishments of the advisory committee.
2. Recommendations to decision makers.

RECOGNITION OF ADVISORY COMMITTEE MEMBERS

Committee members must be recognized for the time and effort they devote to working with educational personnel.

The following are ways of expressing gratitude and appreciation:

1. Publish the names of advisory committee members in school or college publications, catalogs, brochures, the council handbook and releases to newspapers.
2. Ensure that announcements and reports made by administrators include reference to committee services, suggestions and recommendations.
3. Send a letter of appreciation to each committee member. (See Appendix I for a sample letter of appreciation.)
4. Send a letter of appreciation to the advisory committee member's supervisor.
5. Present a framed certificate of appreciation or a plaque to committee members at a public meeting. (See Appendix J for a sample certificate of appreciation.)
6. Schedule a regular meeting that will be attended by the chief school administrator.

Introduction

The purpose of this study is to investigate the effects of various factors on the growth and development of the human body. The study will focus on the relationship between nutrition, exercise, and the overall health of the individual. The research will be conducted over a period of six months, with data collected at regular intervals.

The study will involve a group of participants who will be monitored throughout the study. The participants will be divided into two groups: a control group and an experimental group. The control group will receive a standard diet and exercise regimen, while the experimental group will receive a modified diet and exercise regimen.

The data collected from the study will be analyzed to determine the effects of the modified diet and exercise regimen on the growth and development of the human body. The results of the study will be presented in a report, which will include a summary of the findings and a discussion of the implications of the study.

The study will be conducted in a laboratory setting, where the participants will be monitored closely. The study will be conducted in a controlled environment, where the effects of external factors can be minimized. The study will be conducted in a laboratory setting, where the participants will be monitored closely.

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APPENDICES

BOARD POLICY

The (Name of School) School Board recognizes the value of advisory committees for the effective participation of the community. We therefore authorize the establishment of continuing advisory committees subject to the following policy provisions:

The advisory committee is intended to supplement and stimulate other types of citizen participation;

The purpose of the advisory committee is to serve as an arm of the school board by providing advice and counsel to the board;

The advisory committee serves at the pleasure of the school board which reserves the right to dissolve the committee at any time for any purpose;

In authorizing the organization of advisory committees, the school board pledges cooperation in the committee work. The advisory committees will be provided guidelines to operate within.

Ms. Jane America
Bank Manager
Withit Bank and Trust
Your Town, Montana

Dear Ms. America:

Because of your experience and demonstrated competency in the field of (General Committee--vocational education; Program Committee--vocational program area), the Board of (Name of School) believes that you could perform a valuable service to the school and community, as a citizen member of the (Title of Committee) Advisory Committee of (Name of School.)

The advisory committee is composed of outstanding business and civic leaders in the community and is directed toward achieving closer cooperation between business and education in providing vocational training for young people and adults in our community.

I would appreciate it if you would give this invitation to serve on the (Name of Committee) Advisory Committee your consideration and inform me of your decision in the next few days. Your acceptance of committee membership will aid in the vocational program of (Name of School).

Sincerely,

Administrator and/or
Chairperson of Board

Ms. Jane America
Bank Manager
Withit Bank and Trust
Your Town, Montana

Dear Ms. America:

(Name of School) is pleased to inform you of your appointment to the Vocational Education Advisory Council. We wish to thank you for your indication of your willingness to serve on this advisory council.

The ultimate objective of the advisory council is to improve and expand opportunities in vocational education. Your active interest and participation will be influential in helping to make this community a better place in which to live and work.

We realize that your time is limited and we will make every effort to have meetings and other business prompt, precise and purposeful. Initially, meetings will be held once a month and after the council is functioning they may be held less frequently. The period of service may be from one to three years. This will be determined at one of the early meetings.

Your first meeting as a member of the advisory council is scheduled for (Date) at (Time) at the (Location). A copy of the tentative agenda for the meeting is enclosed.

We hope that you will be able to attend. Please inform us as quickly as possible whether or not you will be able to attend our first meeting.

If you have questions regarding the appointment, please do not hesitate to call me at (Phone Number).

Sincerely,

School Administrator

APPENDIX D
SAMPLE CERTIFICATE OF
MEMBERSHIP

THE YOUR TOWN PUBLIC SCHOOL DISTRICT
Your Town, Montana

C E R T I F I C A T E O F M E M B E R S H I P

This is to Certify That

has served as a member of the advisory committee for the

VOCATIONAL OFFICE EDUCATION PROGRAM
of the Your Town Public High School for the year 19__ to 19__
We gratefully acknowledge the services of the above named.

Board of Ed. Chairperson Dist. Supt. of Schools Vocational Teacher

APPENDIX E(1)
SAMPLE AGENDA OF FIRST
MEETING

| | | |
|-----------|---|---|
| 6:30 p.m. | Social hour Refreshments or meal | |
| 7:00 | Meeting called to order | Director of Vocational Education or School Representative |
| 7:05 | Welcome | School Administrator |
| 7:10 | "The Role of the Advisory Council" | Guest Speaker |
| 7:30 | The vocational education program | Local Director or School Representative |
| 7:45 | Overview of the total educational program | School Official |
| 8:00 | Election of officers | |
| 8:15 | Appointment of bylaws committee | Chairperson |
| 8:20 | Establish date, time and place of next meeting | Chairperson |
| 8:30 | Call for adjournment | Chairperson |

APPENDIX E (2)
SAMPLE AGENDA FOR REGULAR
MEETINGS

7:30 Call to order Chairperson

Approval of minutes Secretary

Report of the subcommittee on safety practice
observed in the school shop and in work on
class project:

Discussion of report and recommendations

Report on additional tools and equipment needed
for the class:

Report on status of equipment and tools on
hand,

_____, Instructor

Discussion and recommendations

Plans for class project for school year:

Report of tentative plans _____, Director

Discussion and recommendations

Other business

10:00 Adjournment

Date: _____ 19__ Place: _____

Time: _____

Members Present: _____

Members Absent: _____

Others Present: _____

MINUTES:

The Chairperson, (Name), opened the meeting and called for reading of the minutes of previous meeting.

The coordinator reported on the status of new classes: efficient reading, IBM tabulation and keypunch training, and preparation for Civil Service exams.

A discussion followed of possible new classes to meet the expressed needs of the community and the Chairperson called for recommendations for classes, textbooks and teacher qualifications. Approved were: workshop course for medical secretaries; reorganization of advanced typing laboratory; adoption of a new shorthand text.

The coordinator reported on the plans to host the State meeting of FBLA/VOCA.

The committee voted to meet semimonthly instead of monthly.

The coordinator took the group on a tour of the remedial reading laboratory.

Meeting adjourned at (Time).

Respectfully submitted,

Secretary

Coordinator

Original for committee files and copies for each member and interested administrator.

ARTICLE I - ORGANIZATION NAME

The name of the organization shall be: Advisory Council for the Lewis County Area Occupational Center.

ARTICLE II - PURPOSE

The purpose of this council shall be to act in an advisory capacity in all matters pertaining to the improvement of the Occupational program as it relates to secondary school students, out-of-school youth and adults of the community and to assist the Director of Occupational Education in this pursuit.

ARTICLE III - MEMBERSHIP

Prospective members shall be recommended to the Jefferson Lewis Board of Cooperative Educational Services, for their appointment, by the Director of Occupational Education. The membership shall include, but not be limited to, persons:

1. Familiar with vocational needs and problems of management and labor in the region.
2. Familiar with programs of occupational education at the postsecondary and adult levels.
3. Familiar with the manpower needs and requirements of the region to be served.
4. Familiar with the special educational needs of the physically and mentally handicapped.
5. Representative of community interests, including persons familiar with the special needs of the population to be served.
6. Representatives (2) of the students attending the Occupational Center. Their terms shall be for one year.

ARTICLE IV - TERM OF MEMBERSHIP

Members shall serve a term of three years and the effective date of membership shall be July 1, except as indicated in Article III, Section 6.

ARTICLE V - ATTENDANCE

Each Advisory Council member is expected to play an active role on the council. Failure to attend two consecutive meetings shall be interpreted as a resignation. Such members shall, however, have the privilege of requesting the council to waive this requirement.

ARTICLE VI - OFFICERS AND RESPONSIBILITIES

Officers of the council shall include:

1. Chairperson who shall:
 - a. Schedule meetings
 - b. Preside over such meetings
 - c. Appoint all necessary committees
2. Vice-Chairperson
Shall perform the responsibilities of the Chairperson in the latter's absence.
3. The Executive Secretary
Shall conduct the official correspondence and develop, distribute and maintain the records of all council proceedings.

Each officer shall be elected for a one-year term prior to each July 1.

ARTICLE VII - FREQUENCY OF MEETINGS

The advisory council shall meet a minimum of five times per calendar year. Meetings shall be conducted during September, November, January, March and June.

Additional meetings may be called at the discretion of the Chairperson.

ARTICLE VIII - AGENDA

The Chairperson and the Director shall develop an agenda and include a copy of it with a notice of each preceding meeting.

ARTICLE IX - CONSTITUTION AMENDMENTS

Amendments of this constitution shall be made upon notification by mail of the total membership of the proposed change no later than 30 days prior to the voting date.

A majority vote of the total membership in an affirmative manner will be necessary to effect such change.

PROGRAM OF WORK FOR: _____ YEAR: _____

| | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June | July | Aug |
|---|------|-----|-----|-----|-----|-----|-----|-----|-----|------|------|-----|
| Curriculum | : | : | : | : | : | : | : | : | : | : | : | : |
| Equipment, Supplies & Instructional Resources | : | : | : | : | : | : | : | : | : | : | : | : |
| Community Resources | : | : | : | : | : | : | : | : | : | : | : | : |
| Career Guidance & Placement | : | : | : | : | : | : | : | : | : | : | : | : |
| Evaluation | : | : | : | : | : | : | : | : | : | : | : | : |
| Public Relations | : | : | : | : | : | : | : | : | : | : | : | : |
| Professional Development | : | : | : | : | : | : | : | : | : | : | : | : |
| Student Recognition & Youth Groups | : | : | : | : | : | : | : | : | : | : | : | : |
| Annual Project | : | : | : | : | : | : | : | : | : | : | : | : |
| | | | | | | | | | | | | |

Review program goals and determine if current job skills are represented
*

Tour program facilities and review access for handicapped

Compile local list of guest speakers for program

Develop career reference library Give practice job interview to students

Conduct follow-up survey of all program leavers

Help plan and sponsor an open house

Attend a new equipment demonstration with instructor

Sponsor outstanding student award

Promote career awareness by giving presentations in elementary and secondary classes

*NOTE: This is a sample only. Solid lines indicate time lines for accomplishing goals. The names of those responsible for each goal may be written on the solid lines.

Mr. Julian A. Carpintero
Production Manager
Victoria Tools and Dies
5042 Liberty Avenue
Memphis, TN 93418

Dear Mr. Carpintero:

Thank you for your cooperation with the Tool and Die Design Program. Your role has been instrumental in the success of the program. Thanks to your efforts, all the graduating students have been placed in jobs related to their field of study. The scholarship award program and the cooperative work-study program that you helped to implement are now being used as a model by other craft advisory committees in this school.

I am convinced that a continuation of a superior program in Tool and Die Design at its present level is possible only with the support of a knowledgeable and enthusiastic advisory committee.

May I extend to you the good wishes of this institution for your continued success and dedication.

Sincerely,

Bradley J. Rhodes, Chairperson
Board of Trustees

THE YOUR TOWN PUBLIC SCHOOL DISTRICT
Your Town, Montana

C E R T I F I C A T E O F A P P R E C I A T I O N

This is to Certify That

has served as a member of the advisory committee for the

VOCATIONAL OFFICE EDUCATION PROGRAM
of the Your Town Public High School for the year 19__ to 19__
We gratefully acknowledge the services of the above named._____

Board of Ed. Chairperson Dist. Supt. of Schools Vocational Teacher

FREQUENTLY USED ADDRESSES

Montana Advisory Council for Vocational Education
1228 Eleventh Avenue
Helena, MT 59620
449-2964

Superintendent Ed Argenbright
Office of Public Instruction
Room 106, State Capitol
Helena, MT 59620
449-3654 or Toll Free 1-800-332-3402

Assistant Superintendent
Vocational Education
Office of Public Instruction
Room 106, State Capitol
Helena, MT 59620
449-3126 or Toll Free 1-800-332-3402

Employment and Training Division (CETA)
Department of Labor and Industry
35 S. Last Chance Gulch
Helena, MT 59620
449-5600

Board of Public Education
33 S. Last Chance Gulch
Helena, MT 59620
449-2785

Board of Regents
Ted James, Chairman
2210 Beech Drive
Great Falls, MT 59401
727-2311

Montana Chamber of Commerce
110 Neill Avenue
Helena, MT 59601
442-2405

National Council for Vocational Education
425 13 St. N.W., Suite 412
Washington, DC 20004
(202) 376-8876

